

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS REGULAR MEETING

January 16, 2003

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order at 7:46 p.m.

ROLL CALL: Attending Directors were: President Bill Katke, Vice President Leonard Woren, and Secretary Fran Pollard. Treasurer Laura Stein, and Board Member Shawn McGraw were absent due to illness.

Attending staff were: General Manager Chuck Duffy, District Administrator Gina Holmes, Assistant District Administrator Delia Comito, and Legal Counsel Bill Parkin on behalf of Jonathan Wittwer who was out of town.

PLEDGE OF ALLEGIANCE: Board President Bill Katke led all present in the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION: None

ACTION AGENDA

1. **Discussion of Assessment District Bond refinancing and possible changes to the Assessment District Governing Documents**

The General Manager reported that refinancing of the existing assessment district bonds in time for the March 2003 call date was not feasible, due to time constraints. Staff will move forward with a potential refinancing for the September 2003 call date. This will also allow time for the board to consider amending some provisions of the current Assessment District governing documents, which several board members had expressed an interest in at the previous board meeting. Mr. Duffy introduced Jerry Laster, District Bond Counsel, who explained the process and steps required to make changes to governing documents, along with various changes. Staff will further investigate each of the changes listed in the agenda memo, and will report further on these options at the next meeting.

2. **Consideration of process for District Reorganization into a Community Services District (CSD) with Parks and Recreation Power**

The General Manager reported on his meeting with Martha Poyatos, Executive Officer, of the Local Agency Formation Commission (LAFCo) regarding the possibility of the District reorganizing into a community services district with parks and recreation powers. Mr. Duffy's objective was to obtain a sense of LAFCo's level of support for the

proposal, and he reported that overall the meeting was positive. The General Manager will prepare a budget estimate for the next board meeting outlining the costs involved in applying to LAFCo for reorganization into a CSD.

3. Consideration of Request to Mid-Coast Community Council for Planning Workshop regarding Community Open Space Conservation District (COSC) Property

Acting District Counsel Bill Parkin discussed the County's position regarding moderate development in COSC zoning areas, and reviewed the information provided in the agenda packet for this item. He recommended that the Board authorize staff to organize a community workshop in a cooperative effort with the Mid-Coast Community Council.

Director Woren moved to authorize the General Manager to contact the Mid-Coast Community Council regarding organization of a community planning workshop regarding community open space conservation, that the workshop be held in El Granada, and that the District, if allowable, pay the fees associated with the rental of the workshop meeting space. (Woren/Pollard) Approved 3-0

CONSENT AGENDA

Director Pollard requested that Item #5, approval of meeting minutes for December 19, 2002 be held for discussion.

- 4. Approval of special meeting minutes for December 19, 2002,**
- 6. Approval of January 2003 warrants totaling \$515,104.91,**
- 7. Approval of November 2002 Financial Statements,**
- 8. Approval of Bond Administration Fund distribution #46 to Granada Sanitary District in the amount of \$15,450.85,**
- 9. Approval of Bond Administration Fund distribution #47 to Granada Sanitary District in the amount of \$8,801.66,**
- 10. Approval of Bond Administration Fund distribution #48 to Granada Sanitary District in the amount of \$9,666.00,**
- 11. Approval of report confirming that no Semi-Annual Variance Applications were submitted from August 2002 to January 2003 for Board consideration, pursuant to Ordinance Nos. 139 (as amended by Ordinance No. 142) and 145.**

President Katke moved to approve consent items 4, 6, 7, 8, 9, 10, and 11. (Katke/Woren) Approved 3-0

5. Approval of meeting minutes for December 19, 2002

Director Pollard corrected the spelling of the word *provided* under item #13.

President Katke moved to approve consent item 5. (Katke/Woren) Approved 3-0

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

12. Report on seminars, conferences, or committee meetings: None

INFORMATION CALENDAR

13. General Manager's Report

5-year Capital Improvement Project Plan: Director Pollard requested that the District Engineer provide a review and presentation of the 5 Year Capital Improvement

Program at the February Board meeting, and be available to answer any Board questions.

Meeting with SAM Interim General Manager John Burgh: The General Manager reported that he held a general meeting with Sewer Authority Mid-Coastside General Manager John Burgh to review the plant's operations and gain additional history and understanding of SAM issues.

Seacoast Disposal contract renewal: The General Manager reported that he had met with Chris Porter, Manager, Seacoast Disposal and that she proposed the GSD contract be the same as the one between Montara Sanitary District and Seacoast. Mr. Duffy requested input from board members on any additional items to be addressed in the contract renewal.

District Office Space: The General Manager will continue to investigate other lease options and to contact the current landlord regarding ADA compliance.

14. Administrator's Report: December 2002/January 2003

A report was provided in the agenda packet for this item.

15. Engineer's Report: Report of Recent Engineering Activities for November 2002

A report was provided in the agenda packet for this item.

16. Attorney's Report

None

FUTURE AGENDA ITEMS

ADJOURN

**At 10:35 p.m., President Katke moved to adjourn the meeting.
(Katke/Woren), Approved 3-0**

Approved February 20, 2003

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Fran Pollard, Board Secretary

Date Approved:_____